

COURSE DESCRIPTION

1. Course unit title: Information Systems
2. Course unit code: INF 1090
3. Type of course unit: elective
4. Level of course unit: Bachelor
5. Year of study: first
6. Semester: first
7. Number of ECTS credits allocated: 4,5
8. Name of lecturer: Assoc. Prof. Mariya Bruseva, PhD
9. Learning outcomes of the course unit: The subjects Information Systems and Programming Products 2 taught for two semesters form basic skills about the current situation and application of computing and the information systems. The knowledge and skills obtained by the students guarantee smooth setting and use of the computer systems regardless of their configuration (including multimedia configuration) and operational system (MS DOS or Windows) for solving main problems , such as text processing, organizing emails, presentations. Fundamental knowledge in the field of information and computer technologies are formed – the possibilities and characteristics of the technical means and software. Basic practical skills to work with personal computer and use it in configuration with different peripherals are acquired. Special attention is paid to the text processing and presentations as an activity commonly used with the computers.
10. Mode of delivery: face-to-face
11. Prerequisites and co-requisites: Students are not expected to have special knowledge in Informatics. Only basic skills in information technologies and mathematics acquired from the secondary school are necessary.
12. Course contents: The course provides a number of issues related to hardware and software: the possibilities and structure of the personal computers and peripherals; the way of organizing, access and processing of information; possibilities of the used programmes in the computer systems including different types of operational systems and other types of programming; the possibilities, application and the way of work of the basic operational system WINDOWS are discussed. The principles of text processing and the types of editors and their possibilities are also discussed.
13. Recommended or required reading:
 1. [Грег Харви](#), Windows 7 For Dummies, [АлексСофт](#), 2010
 2. Любен Гугов, Въведение в персоналните компютри, [Нови знания](#), 2009
 3. [Дан Гукин](#), Компютърна Грамотност For Dummies, [АлексСофт](#), 2008
 4. [Крис Гроувър](#), Word 2007 за начинаещи, ЗеСТ Прес, София, 2008
 5. Word 2007 - в лесни стъпки, СофтПрес, 2008
 6. Windows XP, АлексСофт, 2008
14. Planned learning activities and teaching methods: lecture, seminars; contact hours, individual contact hours
15. Assessment methods and criteria: During the seminars two tests aiming at checking the degree of acquiring the subject. The course finishes with an exam and a defense of a project assignment on Ms Word given during the semester. Students have to show the theoretical knowledge and practical skills they have gained.
16. Language of instruction: Bulgarian, Russian, English
17. Work placement: laboratory seminars